



Real Estate Transfer Declaration

901 WELLINGTON AVENUE • ELK GROVE VILLAGE, ILLINOIS 60007-3499 • TELEPHONE (847) 439-3900

CHECK APPROPRIATE BOXES:

- ☐ RESIDENTIAL
- ☐ MULTI-UNIT
- NO. OF UNITS _____
- ☐ LAND TRUST
- ☐ COMMERCIAL
- ☐ INDUSTRIAL
- ☐ EXEMPTION
- ☐ OTHER (specify) _____

Recorder

Or Registrar's

Document No. _____

Date Recorded _____

(For Recorder's Use Only)

INSTRUCTIONS:

1.

There is a separate Elk Grove Village Real Estate Transfer Tax Information Sheet providing full instructions for purchasing a Real Estate Transfer Tax Stamp. If you need this Sheet or other information or assistance, call the Department of Finance at (847) 439-3900, Monday – Friday, 8:30 a.m. – 5:00 p.m.
2.

Final reading of the grantor's (seller) water meter and payment of the final bill prior to issuing a stamp is required by the Elk Grove Village Municipal Code. Contact Utility Billing at (847) 357-4060 to arrange for a final reading.
3.

In order to process your request for an Elk Grove Village Real Estate Transfer Tax Stamp, four (4) legal-sized copies of this Real Estate Transfer Declaration must be completed in its entirety, signed by the grantees (buyers) or agent, and the grantors (sellers) or agent. Either the grantor (seller) or agent or the grantee (buyer) or agent may sign for both parties. **Note that the grantee's (buyer) and grantor's (seller) names on this form must read exactly as the names on the document being recorded.**
4.

The full amount of consideration of the transaction is the amount upon which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the tax stamp(s) required must be stated on this declaration form in the space provided below.
5.

Once completed, this form should be returned to the Department of Finance, 901 Wellington Avenue, Elk Grove Village, Illinois, 60007, at the time of purchase of the real estate transfer stamp(s) as required by the Village Municipal Code. The stamp(s) must be affixed to the document with this form attached when the title is recorded.
6.

A copy of the Illinois Real Estate Transfer Declaration form and the document is required for the Village's records. An unexecuted copy of the document will be accepted to purchase the stamp; however, the executed document must be forwarded to the Village within 10 days of closing.

Address of Property _____

Street

Zip Code

Permanent Property Index No. _____

Date of Document _____

Type of Document _____

Full Actual Consideration:

Include the amount of mortgage and/or the value of liabilities assumed by the grantees (buyers), if any \$ _____

Amount of Tax:

\$3.00 per \$1,000 of full actual consideration rounded up to the nearest \$1,000. \$ _____

Note: The Village of Elk Grove Real Estate Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Elk Grove Village Municipal Code Section 3-2-5-F. To claim one of these exemptions, complete the appropriate blanks below **and include a \$10.00 processing fee:**

I hereby declare that this transaction is exempt from taxation under the Elk Grove Village Municipal Code number _____ paragraph _____ of Section 3-2-5-F. For exempt stamps, a copy of the document to be recorded and the Cook County Real Estate Declaration are required.

Details for exemption claimed, including documentation provided: (explain) _____

WE HEREBY DECLARE THE FULL ACTUAL CONSIDERATION AND ABOVE FACTS CONTAINED IN THIS DECLARATION TO BE TRUE AND CORRECT.

GRANTOR (SELLER):

Name

Address

Zip Code

Signature _____

Date Signed _____

(Seller or Agent)

GRANTEE (BUYER):

Name

Address

Zip Code

Signature _____

Date Signed _____

(Buyer, Seller or Agent)

VILLAGE OF ELK GROVE VILLAGE MUNICIPAL CODE SECTION 3-2-5-F

Section 3-2-5-F Exemptions:

1. TRANSACTION EXEMPTION

The tax imposed by this Section shall not apply to the following transactions, provided said transaction in each case is accompanied by a certificate setting forth the facts or such other certificate of record or sworn statement as the Director of Finance may require with respect to said exemption:

- a. Transactions involving property acquired by or from any governmental body or by any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes;
- b. Transactions in which the deeds secure debt or other obligations;
- c. Transactions in which the deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded;
- d. Transactions in which the actual consideration is less than Five Hundred (\$500.00) Dollars;
- e. Transactions in which the deeds are tax deeds;
- f. Transactions in which the deeds are releases of property which is security for a debt or other obligation;
- g. Transactions in which deeds are partition deeds;
- h. Transactions made pursuant to mergers, consolidations or transfer or sales of substantially all of the assets of a corporation pursuant to plans of reorganization;
- i. Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock;
- j. Transactions wherein there is an actual exchange of real property except that the money difference of money's worth paid from one or the other shall not be exempt from the tax;
- k. Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States; and
- l. Transactions in which the deeds are issued to a holder of a mortgage, as defined by Illinois Revised Statutes, Chapter 110, Paragraph 15-103, pursuant to a mortgage foreclosure.

2. ESTATE AND TRANSFER EXEMPTIONS

The taxes imposed by this Section shall not be imposed on or transferred by an executor or administrator to a legatee, heir or distributee where the transfer is being made pursuant to will or by intestacy. The tax provided by this Section shall further be exempt where the transaction is effected by operation of law or upon delivery or transfer in the following instances:

- a. From a decedent to his executor or administrator;
- b. From a minor to his guardian or from a guardian to his ward upon attaining majority;
- c. From an incompetent to his conservator, or similar legal representative, or from a conservator or similar legal representative to a former incompetent upon removal of disability;
- d. From a bank, trust company, financial institution, insurance company, or other similar entity, or nominee, custodian, or trustee therefore; to a public officer or commission, or person designated by such officer or commission or by a court, in the taking over of its assets, in whole or in part, under State or Federal law regulating or supervising such institutions, nor upon redelivery or retransfer by any such transferee or successor thereto;
- e. From a bankrupt or person in receivership due to insolvency to the trustee in bankruptcy or receiver, from such receiver to such trustee or from such trustee to such receiver, nor upon redelivery or retransfer by any such transferee or successor thereto;
- f. From a transferee under letters a to e inclusive, to his successor acting in the same capacity, or from one such successor to another;
- g. From a foreign country or national thereof to the United States or any agency thereof, or to the government of any foreign country directed pursuant to the authority vested in the President of the United States by section 5(b) of the Trading with the Enemy Act (40 Stat. 415), as amended by the First War Powers Act (55 Stat. 839);
- h. From trustees to surviving, substitute, succeeding or additional trustees of the same trust;
- i. Upon the death of a joint tenant or tenant by the entirety, to the survivor or survivors; and
- j. A transfer by lease.